

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-051 Issue Date: 03-10-15 Closing Date: 03-16-15

Community Health Aide II/Elder's Day Activities Coordinator

Area Agency on Aging (AAoA)

Department of Human Services

Hourly Wage: \$11.98/Temporary/Part-Time

Employee is responsible for planning, scheduling and conducting arts/crafts sessions in preparation of the Yakama Nation Annual Elder's Day. The position requires knowledge of the Yakama Nation culture and traditions. Must be able to relate to and understand the needs of elders. Employee is required to work with minimal supervision and must have excellent communications, organizational and time management skills. The position will closely coordinate with the Golden Eagles Advisory Board.

Knowledge, Skills and Abilities:

- Knowledge and understanding of the traditions and culture of the Yakama Nation.
- Knowledge of Yakama Nation tribal organizations and departments, local resources.
- Knowledge of the principles, methods and practices of organizing recreational and cultural activities for small and large groups.
- Knowledge of computer software programs such as Microsoft Word, and Publisher.
- Ability to work a flexible schedule.
- Ability to understand and execute both oral and written instructions.
- Ability to prepare correspondence, reports and meet established deadlines.
- Ability to communicate professionally with clientele, co-workers and community.
- Ability to establish and maintain effective interpersonal relationships with tribal, city and county officials.
- Ability to perform as a team member of the program.
- Ability to adhere to confidentiality requirements of client records which includes tribal, state and federal confidentiality policies.
- Ability to deal constructively with both positive and negative reactions and situations.

General Recruiting Indicators:

- Must be enrolled Yakama with a minimum of a high school diploma or its equivalent with one year of experience working with elderly and/or disabled adults OR any experience which would demonstrate the ability to perform the work.

General Recruiting Indicators:

- Required to pass a pre-employment drug and alcohol test.
- Required to complete a pre-employment background check.